

**DWD Issuance 03-2009, Attachment 1, Section 1:  
Transportation Related Expense (TRE) Policy**

**Description**

TRE payments of up to \$5 a day assist Temporary Assistance (TA) recipients who will be or are fully participating to travel to and from core and non-core CAP activities. TRE payments are allowable only when a transportation cost is incurred and a need is demonstrated. TRE payments are not an entitlement, but rather assistance so TA recipients can participate in CAP activities. All TRE payments are authorized based upon availability of funding.

**Up-Front Payments**

To ensure the TA recipient has transportation to and from work activities, an up-front payment of up to \$25 may be issued in the form of a gas card, bus pass, etc to compensate for the two-week delay in receipt of the first TRE payment. In rare cases, it is acceptable to give the recipient a cash card if he/she will take the taxi, OATS, etc. and the transportation service provider does not take another direct method of payment.

To be eligible for the up-front payment, the recipient must state he/she will fully participate for two weeks in a countable work activity or combination of work activities for all of the required hours. In addition, this payment should not be offered to the recipient, but instead be used on a case-by-case basis when no other alternative transportation method can be found prior to the regularly scheduled TRE payment. A recipient is eligible for this payment once per enrollment, not to exceed once every three months. This payment does not affect future payments for fully participating in work activities, it is only used to “bridge” the two-week payment gap. These funds must be regulated very closely and case noted. These payments must be tracked separately with the recipient’s name, DCN, and date of payment and submitted to the financial unit on a quarterly basis.

**Fully Participating**

The required participation hours to be considered “fully participating” for CAP depends on whether the recipient is in a single or two-parent household.

Single parent household’s core hours have been increased five hours above federal regulation requirements to assist in meeting the required federal work participation rate. Below are the single TA recipient’s required CAP participation in core and non-core hours that must be met in order to be paid TRE:

<b>Single Parent Households</b>			
<b>Minimum Required Participation Hours Per Week to Pay TRE by State Policy</b>			
<b>Household type</b>	<b>Core Hours Required to Pay TRE</b>	<b>*Non-Core Hours Required to Pay TRE</b>	<b>Total Hours Required to Pay TRE</b>
Child(ren) under 6	25 Hours	0 Hours	25 Hours
Child(ren) 6 and over	25 Hours	10 Hours	35 Hours

\*Non-core hour requirements may be met by participating in core or non-core activities.

The single-parent recipient household can only be sanctioned if the federally required participation hours are not met. However, in communication with the recipient, the increased hours (above) are the requirement. Do not tell the recipient that they cannot be sanctioned until they fall below the federally required hours (below). The federally required participation hours are:

Single Parent Households Minimum Required Participation Hours Per Week by Federal Regulation			
Household type	Core Hours Required per Federal Regulation	*Non-Core Hours Required per Federal Regulation	Total Hours Required per Federal Regulation
Child(ren) under 6	20 Hours	0 Hours	20 Hours
Child(ren) 6 and over	20 Hours	10 Hours	30 Hours

\*Non-core hour requirements may be met by participating in core or non-core activities.

Two-parent households have the same required hours per CAP policy and federal regulation. Their requirements are unchanged with this policy. Below are the two-parent TA recipient's required CAP participation in core and non-core hours to be paid TRE:

Two-Parent Households Minimum Required Participation Hours Per Week						
Household type	Core Hours Required for Parent 1	*Non-Core Hours Required for Parent 1	Total Hours Required for Parent 1	Core Hours Required for Parent 2	*Non-Core Hours Required for Parent 2	Total Hours Required for Parent 2
**Child(ren) under 6 and no federally funded childcare	30	5	35	0	0	0
**All other 2-parent households	30	5	35	20	0	20

\*\*To reach the total required hours of 35 or 55 (30 core and 5 non-core or 50 core and 5 non-core), they can be achieved in this or any other combination of hours. (I.e. For the 55 hour requirement, Parent 1 could work 40 core hours and Parent 2 could work 10 core and 5 non-core hours.) Thorough case notes are required to explain the hours.

\*Non-core hour requirements may be met by participating in core or non-core activities.

To be fully participating, the recipient must meet the above required weekly hours. However, the recipient can be considered fully participating if he/she makes up missed hours in another week. (i.e., TA recipient is required to complete 25 hours per week. He/she completes 20 hours in week 1 and 30 hours in week 2.) "Making up" hours can only be completed within the same federal month and enables the participant to fully participate because the average weekly required hours are met for the month. The TRE for week 1 should not be entered until the "made up" hours in week 2 are completed.

This revised policy is effective immediately for all recipients referred after the policy's effective date. For all "new" recipients this policy is effective immediately. For all "existing" recipients, the increased hours are to be communicated to him/her the next time he/she provides documentation, or the next appointment, whichever comes first.

### **Incurs a Cost**

TRE may be paid if the TA recipient actually incurs a cost. Ask the recipient if there is a cost for their means of transportation. If the transportation is other than his/her own vehicle, document the type of transportation in case notes. Examples:

- Parent drives him/her to work activities and does not charge anything. The recipient has not incurred a cost for reimbursement of transportation.
- Rides the bus (and he/she does not receive a bus passes) and the cost is \$3 a day. \$3 a day may be paid.
- Both parents in a 2-parent household share the same vehicle and participate in activities at the same time. \$5 a day for "shared" driving may be paid on one of the parent's Toolbox 2.0 record. (If it is an EBT payment, the parents share the card.)
- Rides with a neighbor who charges \$2 a day. \$2 a day may be paid.
- Drives his/her car. \$5 a day may be paid.
- Drives his/her car, but passengers pay a total of \$4 a day. \$1 a day may be paid.

Riding a bike or walking is no longer allowable for TRE payments. If the recipient needs a bike, bike repairs, tires, shoes, etc. to travel, these expenses may be paid through Work Related Expense (WRE) as local funds allow.

In all circumstances, attempt to reimburse the actual incurred cost up to \$5 per day.

### **Demonstrates a Need**

TRE may only be paid for recipients that actually need TRE assistance. If the recipient is able to travel to and from activities without this payment, then he/she has not demonstrated a need and should not be paid. As stated previously, this is not an entitlement.

### **Other Limitations**

TRE payments are available for days the client is participating in the activity. TRE is only allowed to be paid retroactively for the previous 30-day period. If there is truly a "need", the recipient should submit their paperwork immediately (or as soon as available) to receive the transportation assistance. If attendance documents are submitted after the 30-day timeframe, TRE cannot be paid (except in the case of case manager staff error). Actual hour information must be entered into Toolbox 2.0.

If another organization pays transportation costs to a recipient, CAP funds may be used only to supplement that reimbursement up to the maximum \$5. (i.e., another agency pays \$2.50 per day transportation. The TA recipient is eligible to receive \$2.50 a day from CAP if all other criteria are met.)

### **Authorizing TRE Payments**

TRE payments are authorized at the local level. TRE payments are authorized for a two-week pay period as shown on the TRE payment schedule. (available on WorkSmart at <https://worksmart.ded.mo.gov>, 'Services/Programs', 'CAP/TANF', and 'Memos/Letters/Info Alerts'.) Payments must be authorized in Toolbox no later than 4:00 p.m. on the cutoff date. Payments authorized after 4:00 on the cutoff date will be made on the next scheduled pay date. "Emergency" TRE payments will not be made.

Corrections/deletions can be made to payments prior to the 4:00 p.m. cutoff date while the payment is in "Pending" status in Toolbox 2.0.

### **TRE Payment Methods**

TRE payments are made by Electronic Benefits Transfer (EBT) card or by paper check. If the recipient has an EBT card, the TRE payment will post to it. If a recipient is a member of a two-parent household and the EBT card is in the other parent's name, both TRE payments will be posted to that card.

Recipients often have questions about receipt of their TRE payments. When responding to these inquiries, first verify the payment was authorized. Next, check the "TRE Payment Schedule" to verify the payment was entered within the timeframe. Then if necessary, follow local protocol to send an email to Central Office CAP staff who will verify with the financial unit if the payment was made and where it was spent.

**Note:** EBT payments will post to the EBT card at 6:00 a.m. on the scheduled pay date.

### **Post-Employment TRE Payments**

Post-employment TRE payments made after the Toolbox 2.0 case closes are no longer allowed. (TRE payments can be made any time the case is open in Toolbox 2.0 if all other criteria are met.) The Family Support Division (FSD) administers Transitional Employment Benefits (TEB) which provides a \$50 payment per month for up to 6 months per case closure for TA recipients whose case closed due to an increase in income and he/she continues to meet the required participation hours. Encourage all TA recipients to talk to his/her eligibility specialist to find out complete requirements.

### **Alternative Transportation Methods in Lieu of TRE Payments**

Public transportation should be used when available (bus/transit systems, etc.) and when it is more economical than the individual \$5 per day option. When the public transportation option is chosen, all applicable TRE policies apply to the bus passes, gas vouchers, etc. if paid out of CAP funds. This means the recipient will not be eligible to receive bus passes/gas vouchers, etc. until he/she is fully participating, demonstrates a need, and incurs a cost. (i.e., the recipient fully participated for the previous week and returned documentation, has a need, and incurred a cost. He/she participated 3 days, so he/she is eligible for a bus pas for 3 days or paid TRE as previously described for 3 days.) No cash TRE may be paid in addition to the bus pass, gas voucher, etc.

In addition, a local internal system to track use of passes and vouchers, etc. must be developed so that these expenditures can be reported accurately to DWD's financial section as TRE expenditures. All alternative TRE methods must be recorded in case notes.

### **Recouping TRE Payments**

When TRE payments are made in error, case note the error and place a note in the paper file. The additional documentation will help ensure if the recipient starts receiving TRE payments in the future that the TRE payment can be recouped at that time. Also, the payment must be recouped by not paying the erroneous amount in the next TRE pay period. This process must be communicated to the recipient. Do not recoup recipient TRE payments from applicant TRE, unless the TRE that must be recouped equals or exceeds the \$25 applicant payment.

### **Local TRE Policies**

No local TRE policies are allowed.

**DWD Issuance 10-2008 Attachment 1, Section 2:  
CAP Transportation Related Expense (TRE) TA Recipient Toolbox 2.0 Instructions**

**Authorizing Recipient TRE payments**

1. Click on the 'Employment Plan/Enrollment' icon,
2. Click on the 'Payment' button which bring up the 'Payments' screen.

Toolbox 2 (Production) - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - AMANDA J ABBOTT(###-##-8757) | ALTHEA BREWER (816)217-9172

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Justification: Ms. Coates has had 7 years experience in the customer service field and about seven years experience in the production field.

LMI

Objective: Assessment Start Date: 12/18/08

Service: CAP Conciliation Hours:

End Date: Outcome:

Objective: Start Date: 12/22/08

Service: Hours:

End Date: Outcome:

Assessment

CAP Conciliation

+ Add Task - Del Task - Del Service

+ Add Service Comments Verification

FSD Months on TANF: 21

AWEP/CWEP & Comm. Serv. Max: 114

Fed. Participation Min: Core: 20 Non-Core: 10

Training Weeks Remedial: Occupational: Total: 0

Schedule Print Plan New Plan Del Plan Save Cancel Payment DESE

3. Choose 'Transportation' and the 'Date Range'.

The screenshot shows the 'Payments' application window with the 'Transportation' tab selected. The 'Date Range' dropdown is highlighted with an arrow. The 'Authorization Date' field is also highlighted with an arrow. The 'Payment Detail' section contains a table with two columns for 'Amount' and rows for each day of the week. The 'Payment Address' section has three input fields. The 'Total All TRE's' field shows a value of 80.00. The 'Save' and 'Close' buttons are at the bottom right.

Amount	Amount
Saturday	Saturday
Sunday	Sunday
Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday

4. The 'Authorization date' will automatically default to current date.
5. Enter the appropriate amount of TRE for each day in 'Payment Details' fields
6. Click 'Save' when complete.

## Entering a Work History

1. Click on the 'Assessment' icon, 'Employment' tab, and the "green check mark".

File Edit Navigation Options Utility MO Utility Window Help

Assessment - AMANDA J ABBOTT (###-##-8757) | ALTHEA BREWER (816) 217-9172

Employment Education Support System Financial Needs Legal Screening Health/Treatment Basic Skills Tests

Assessment Date: 06/24/08 Last Update Date: 06/24/08

Employment History

Employer	City	St
home depot	gladstone	MO
MERRXMAIDS	INDEPENDENCE	MO

+ Add - Delete

Job Title: cashier  
Start Date: 11/01/02 End Date: 06/01/03 Months: 7  
Per: Hourly Salary: 10.35 Hrs. Wk.:  
Job Description: was a cashier and then i worked in the office up front answering the phones  
☒

Current Employment  
Currently Working: Not Work... When are you able to work:  
Looking for work:  
Type of work:  
Longest Worked Employer: Why Left:  
Applied and Not Hired:  
Can't Look/Accept Job:  
Quit or Fired Reason:

Job Seeking Skills  
Do you have a resume? Yes  
Which methods worked best for you?  
Describe your typical interview  
Do you need help preparing for interviews?

Job Keeping Skills  
Were you able to get to work on time?  
Did you work most scheduled work hours?  
Describe your working relationship with your co-workers/supervisor  
What type of jobs have you liked in the past and what are you interested in?  
Describe what you liked most about your last job  
Describe what you liked least about your last job  
LMI vs. Potential Earnings: LMI

Print CAP Assessment Save Cancel

2. Complete the information on the pop-up box.

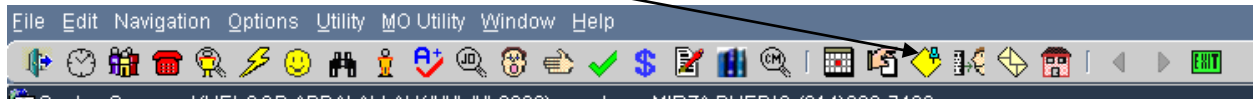
Employer Name: home depot ID:  
Address:  
City, St, Zip: gladstone MO  
Start Date: 11/01/02 End Date: 06/01/03 First Check Date:  
Type: Pay Frequency: Salary Amount:  
Verified Employment: ☐ Verified ☐ Unverified  
Reason For Leaving: Fired  
Verified Termination: ☐ Verified ☐ Unverified  
Close

3. Verify the 'Work History' alert was sent on the 'Seeker Histories' screen.

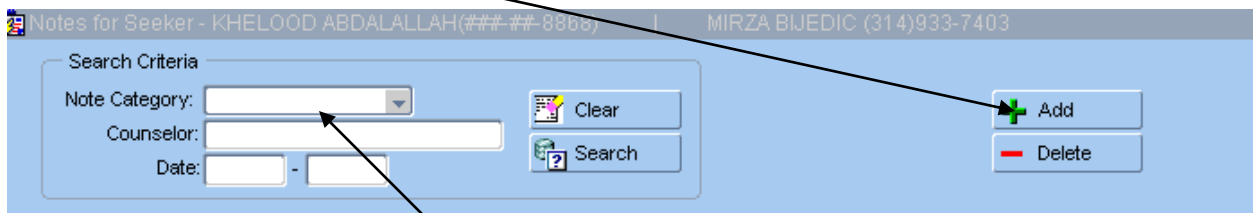


### Entering Case Notes:

1. Click on the 'Notes' icon.

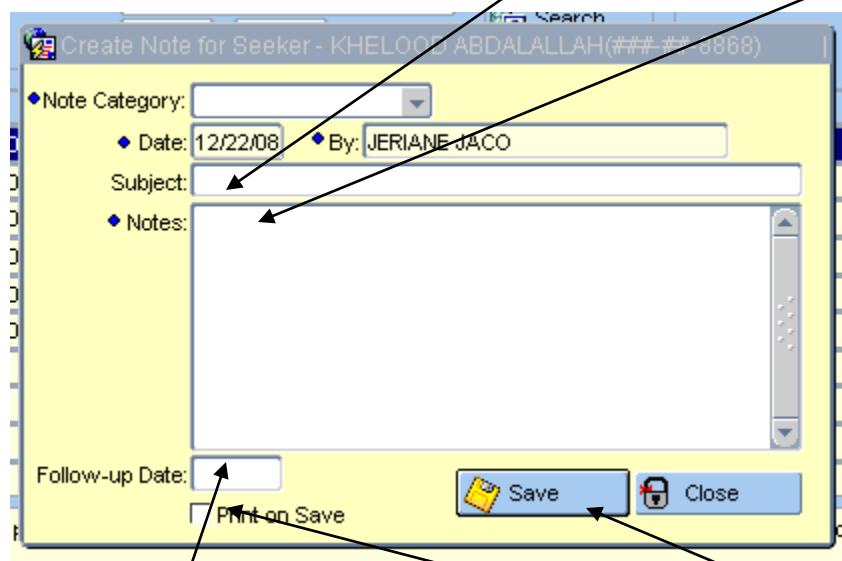


2. Click the 'Add' button.



3. Select the appropriate 'Note Category' drop down menu item.

4. Type the appropriate information in the 'Subject' field and enter 'Notes'.



5. Enter 'Follow-up Date' if appropriate.
6. If you want a hard copy for the record click to select the 'Print on Save'.
7. Click the 'Save' button.

### Restricting a Record:

1. Click on 'Find Seeker' and 'Seeker Info' tab.

**Toolbox 2 (Test) - Seeker**

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - AZHAR BAQI ABDUL(###-##-8845) | MIRZA BIJEDIC (314)933-7403

Find Seeker **Seeker Info** Des Job Title Edu/Cert Work History Referrals Other Scratch Pad Svc Referral Adv. Query

**Name and Address Information**

AZHAR BAQI | ABDUL

Mailing Address: 3622 PHILLIPS PL

Street Address:

Phone Numbers

Home: (314)664-6582 Cell: SAINT LOUIS MC 63116-4609

Work: Other:

☐ Bad Address ☐ Homeless Email:

**Personal Information**

Date of Birth: 04/29/1981 ☐ In School ☐ Disabled

Age: 27 ☐ Searchable

Gender: F ☐ Share resume

Citizen: N ☐ Undoc Alien ☐ Deceased

Alien Reg #: A 055186717 LEP: ☐ Arabic

**Veteran Information**

Vet Status: N - None Transition:

☐ Recently Separated ☐ Served in Campaign

☐ Print on Summary (Resume)

☐ Service Ended by Disability

☐ Spouse of Deployed Guard/Reserve or spouse deployment ended w/ the past yr

Branch: ☐ Status Verified

**Seeker Status**

Status	Date	Last Update
Emp Exchange: Active	10/22/08	10/24/08
Case Management: Active		Next Appt: Time:
UI Ben Year Beg Dt: Inactive		Next Task: 01/28/09

App ID: 3103228021 Possible/Actual Enrollments

DCN: 0058168834 Actual-CAP Recipient(Mandatory)

Two Parent

**Services Provided**

Date	Type of Service	Employment Counselor
10/22/08	Assessment	MIRZA BIJEDIC
10/22/08	Career Guidance	PATRICIA ALEXANDER

Source: Default Counselor ☐ Partial Seeker

☒ Restricted ☐ Secondary Counselor

Save Cancel

2. Click on 'Restricted' to send the 'Enters Domestic Violence' alert code to FSD.